

MEMORANDUM

From: Director, Human Resources Office

To: All Supervisors and Managers

Subj: "USE OR LOSE" ANNUAL LEAVE

Ref: (a) 5 CFR Section 630

Encl: (1) Application to Restore Annual Leave

1. It is the continuing policy of all Naval activities for supervisors and managers to give requests for annual leave proper consideration and encourage civilian employees to schedule and use their annual leave throughout the leave year. When workload requirements permit, annual leave for personal and emergency use should be granted freely.

2. Despite our best efforts, however, there may be times when employees may have "use or lose" leave at the end of the leave year. Reference (a) requires that all annual leave balances in excess of 240 hours be automatically forfeited at the end of the leave year unless one of the following condition exists:

- a. Administrative error caused the loss of the annual leave.**
- b. Exigencies of the public business (operational demands as determined by the activity head) precluded the use of scheduled annual leave and the leave could not be rescheduled prior to the end of the leave year.**
- c. Personal or family illness precluded the use of scheduled annual leave and the absence was of such duration that annual leave could not be rescheduled prior to the end of the leave year.**

3. In order for the restoration of annual leave to be considered under the provisions listed above in paragraphs 2.b. or 2.c., annual leave must be requested and approved in writing no later than 21 December 2001. The key to avoiding forfeiture is the written document. Employees are advised to submit an Application for Leave (Standard Form 71) to their supervisor prior to 21 December 2001 for any leave to be taken during the remainder of the leave year. The leave year ends on 12 January 2001.

4. Forfeited annual leave may be restored under very limited circumstances. The application to restore annual leave, included with this memorandum, must be completed and forwarded to Dawn Diaz, HRO, with the SF 71 and a current Leave and Earning Statement.

5. Restored annual leave will be placed in a separate leave account after the first full pay period of the new year. Annual leave restored to a separate leave account must be scheduled and used no later than the end of the leave year ending two years after restoration of the leave. Any

restored leave not used prior to the expiration of the two-year limit will be forfeited with no future right of restoration.

6. An exception to the 240-hour maximum accumulation of annual leave exists for a few civilian employees who served outside the United States. In some cases those employees could accumulate up to 360 hours of annual leave. However, special limitations apply to such employees upon their return to the United States.

7. Managers and supervisors are requested to bring this memorandum to the attention of all civilian employees immediately to ensure widest dissemination. Questions about “use or lose” annual leave should be addressed to the HR Generalist assigned to your organization.

Julia A. Carpenter